# Safety Attribute Inspection (SAI) Data Collection Tool
# 3.1.10 Lower Landing Minimums (LLM) (OP)

## ELEMENT SUMMARY INFORMATION

**Purpose of This Element** (Certificate Holder's responsibility):

- To safely land the aircraft at the specified Lower Landing Minimums (LLM) as authorized in the Certificate Holder's operations specifications and Federal Aviation Regulations.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder’s Lower Landing Minimums (LLM) process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder’s Lower Landing Minimums (LLM) process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder’s Lower Landing Minimums (LLM) process.

## SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  119.43(b)
  119.43(b)(1)
  119.43(b)(2)
  119.43(c)
  121.135(a)(1)
  121.135(b)(1)
  121.135(b)(2)
  121.135(b)(3)
  121.195(b)
  121.579(b)
  121.579(b)(1)
  121.579(b)(2)
  121.579(c)(1)
  121.579(c)(2)
  121.652(c)
  91.189(g)
  C059
  C059 f
  C059(e)(1)
  C059(e)(2)

C059a
C059b
C059c
C059c(1)
C059c(2)
C059c(3)
C059d
C059e
C059g
C059h
C059i
C060
C060a
C060b
C060c
C060d
C060e(1)
C060f

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
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- FAA Policy/Guidance:
  Advisory Circular 120−28D
  Advisory Circular 120−29A

| SAI SECTION 1 − PROCEDURES ATTRIBUTE | | |
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| **Objective:** Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand−alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.). | | |
| ***Tasks*** | | |
| | To meet this objective, the inspector must accomplish the following tasks: | |
| 1 | Review the information listed in the Supplemental Information section of this data collection tool. | |
| 2 | Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Lower Landing Minimums (LLM) process. | |
| 3 | Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Lower Landing Minimums (LLM) process. | |
| ***Questions*** | | |
| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Lower Landing Minimums (LLM) process: | |
| 1.1 | Does the Certificate Holder's manual contain general policies for the Lower Landing Minimums (LLM) process that comply with the specific regulatory requirements?<br>SRRs: 91.189(g); 121.135(b)(1); 121.579(b); 121.579(c)(1); 121.579(c)(2); C059; C060<br>Related CFRs: Intentionally left blank<br><br>*Related Design JTIs:*<br>• Check that the Certificate Holder's manual system contains a policy when using an instrument approach facility, no pilot may use an autopilot at an altitude above the terrain that is less than twice the maximum altitude loss specified in the Airplane Flight Manual for a malfunction of the autopilot under approach conditions, or less than 50 feet below the approved minimum descent altitude or decision height for the facility, whichever is higher.<br>*Sources:* 121.579(b); 121.135(b)(1)<br>*Interfaces:* 1.1.2−aw; 1.1.2−op; 3.1.3−op; 3.1.9−op; 4.2.3−op<br>• Check that the Certificate Holder's manual system contains a policy when reported weather conditions are less than the basic VFR weather conditions in Sec. 91.155 of this chapter, no person may use an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than 50 feet higher than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with | ☐ Yes<br>☐ No, Explain |

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| | approach coupler under approach conditions<br>*Sources:* 121.135(b)(1); 121.579(b)(1)<br>*Interfaces:* 1.1.2−aw; 1.1.2−op; 3.1.3−op; 3.1.9−op; 4.2.3−op<br>• Check that the Certificate Holder's manual system contains a policy when reported weather conditions are equal to or better than the basic VFR minimums in Sec. 91.155 of this chapter, no person may use an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with approach coupler under approach conditions, or 50 feet, whichever is higher.<br>*Sources:* 121.579(b)(2); 121.135(b)(1)<br>*Interfaces:* 1.1.2−aw; 1.1.2−op; 3.1.3−op; 3.1.9−op; 4.2.3−op<br>• Check that the Certificate Holder's manual system contains a policy that Category II minimums, when authorized in the Certificate Holder's operations specifications do not apply until the pilot in command subject to paragraph (a) of this section meets the requirements of that paragraph in the type of airplane he is operating.<br>*Sources:* 121.652(c); 121.135(b)(1)<br>*Interfaces:* 3.1.11−op; 3.1.3−op; 3.1.4−op | |
| 1.2 | Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?<br>SRRs: 121.135(b)(3) | ☐ Yes<br>☐ No, Explain |
| 1.3 | Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Lower Landing Minimums (LLM) process?<br>SRRs: 121.135(b)(2) | ☐ Yes<br>☐ No, Explain |
| 1.4 | Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Lower Landing Minimums (LLM) process?<br>SRRs: 121.135(a)(1)<br>*Related Design JTIs:*<br>• Ensure that the Certificate Holder's Manual System includes instructions and information to comply with the limitations and provisions for instrument approach procedures and IFR landing minimums as authorized by OPSPECS Part C.<br>*Sources:* 121.135(a)(1)<br>*Interfaces:* 1.2.6−aw; 1.3.1−aw; 1.3.10−aw; 1.3.11−aw; 1.3.14−aw; 1.3.19−aw; 1.3.2−aw; 1.3.5−aw; 1.3.6−aw; 1.3.8−aw; 1.3.9−aw; 2.1.1−aw; 2.1.1−op; 2.1.3−aw; 2.1.3−op; 2.1.4−aw; 2.1.4−op; 3.1.3−op; 3.1.4−op; 3.1.9−op; 3.2.1−op; 3.2.3−op; 4.2.3−op; 4.2.7−op; 4.2.9−op; 4.3.1−op; 4.3.2−op; 4.3.3−op; 7.2.1−op | ☐ Yes<br>☐ No, Explain |
| 1.5 | Does the Certificate Holder's manual allow Cat II or CAT III operations only when it is authorized in its operations specifications?<br>SRRs: 91.189(g)<br>*Related Design JTIs:*<br>• | ☐ Yes<br>☐ No, Explain |

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| Check that the Certificate Holder's manual system contains instructions and information to ensure no person may operate a civil aircraft in a Category II operation conducted by the holder of a certificate issued under part 121 of this chapter unless the operation is conducted in accordance with that Certificate Holder's operations specifications.<br>*Sources:* 91.189(g); 121.135(a)(1)<br>*Interfaces:* 1.3.5−aw; 3.1.3−op; 3.1.4−op; 3.2.1−op<br>• Check that the Certificate Holder's manual system contains instructions and information to ensure no person may operate a civil aircraft in a Category III operation conducted by the holder of a certificate issued under part 121 of this chapter unless the operation is conducted in accordance with that Certificate Holder's operations specifications.<br>*Sources:* 91.189(g); 121.135(a)(1)<br>*Interfaces:* 1.3.5−aw; 3.1.3−op; 3.1.4−op; 3.2.1−op | |
| 1.6 Does the Certificate Holder's manual contain procedures that specify an autopilot will not be used at less than twice the altitude loss that is specified in the AFM or less than 50 feet below the MDA or DH, whichever is higher, except:<br>SRRs: 121.579(b) | |
| 1.6.1 At less than VFR, does the Certificate Holder's manual specify the autopilot will not be used with an ILS coupled approach at an altitude less than 50 feet higher than the maximum altitude loss for the airplane?<br>SRRs: 121.579(b)(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.6.2 When equal or better than VFR, does the Certificate Holder's manual specify the autopilot will not be used with an ILS coupled approach at an altitude less than 50 feet higher than the maximum altitude loss for the airplane?<br>SRRs: 121.579(b)(2) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.7 Does the Certificate Holder's manual specify that they will only use CAT II IFR landing minimums that meet the requirements prescribed by any applicable published CAT II instrument approach procedure?<br>SRRs: C059 | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.8 Does the Certificate Holder's manual specify that the CAT II IFR landing minimums prescribed by the Certificate Holder's operations specifications are the lowest CAT II minimums authorized for use at any airport?<br>SRRs: C059a | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.9 Does the Certificate Holder's manual specify that only the authorized CAT II straight−in approach and landing minimums listed in its operations specifications will be used and that only the runways listed in the operations specifications will be used?<br>SRRs: C059b | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.10 Are the following information/limitations contained in the Certificate Holder's manual and listed in its operations specifications when the Certificate Holder is authorized lower than standard CAT II minimums with a decision height of 100 feet and RVR of 1000 feet:<br>SRRs: C059c | |

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| 1.10.1 They use either an autoland approach or a heads−up guidance system (HGS) to touchdown?<br>SRRs: C059c(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.10.2 The airplane and its automatic flight control guidance system or manually flown guidance system are approved for approach and landing operations in the Certificate Holder's operations specifications paragraphs C060, C061, or C062?<br>SRRs: C059c(2) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.10.3 The autopilot or HGS is listed in the required CAT II airborne equipment in subparagraph d., Table II, of the Certificate Holder's operations specifications?<br>SRRs: C059c(3) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.11 Does the Certificate Holder's manual require the flight instruments, radio navigation equipment, and other airborne systems (that are required by the applicable operations specifications) to be installed and operational? | ☐ Yes<br>☐ No, Explain |
| 1.12 Does the Certificate Holder's manual specify that the additional equipment listed in Table II of operations specifications paragraph C059d is required to be operational for CAT II operations?<br>SRRs: C059d | ☐ Yes<br>☐ No, Explain |
| 1.13 Does the Certificate Holder's manual specify that CAT II operations must not be conducted unless there is an RVR reporting system installed and operational?<br>SRRs: C059e | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.14 Does the Certificate Holder's manual specify that the touchdown zone RVR reporting system is required and must be used for landing minimums not less than RVR 1600?<br>SRRs: C059(e)(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.15 Does the Certificate Holder's manual specify that the touchdown zone and the rollout RVR reporting systems are required and must be used for landing minimums less than RVR 1600?<br>SRRs: C059(e)(2) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.16 Does the Certificate Holder's manual specify that a PIC must successfully complete its CAT II training program and be certified by a qualified check airmen or an FAA inspector prior to conducting CAT II operations?<br>SRRs: C059 f | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.17 Does the Certificate Holder's manual specify that a flight must not begin the final approach segment of an instrument approach procedure, unless the latest reported controlling RVR is at or above the minimums authorized for the approach?<br>SRRs: C059g; C060d | ☐ Yes<br>☐ No, Explain |
| 1.18 Does the Certificate Holder's manual specify that the approach may be continued to the DH if the aircraft is established on the final approach segment and the controlling RVR is reported to decrease below the authorized minimums? | ☐ Yes<br>☐ No, Explain |

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| SRRs: C059g; C060d | |
| 1.19 Does the Certificate Holder's manual contain instructions and information that a flight will not begin the final approach segment of a Category II or Catgory III instrument approach unless the requirements of the applicable operations specifications are met?<br>SRRs: C059g; C060d | ☐ Yes<br>☐ No, Explain |
| 1.20 Does the Certificate Holder's manual specify that a missed approach will be initiated when any of the following conditions exist:<br>SRRs: C059h | |
| 1.20.1 Upon reaching the DH, the pilot has not identified the required visual references to safely continue the approach by visual reference alone?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.20.2 After passing the DH, the pilot loses contact with the required visual references, or a reduction in visual reference occurs that prevents the pilot from safely continuing the approach by visual reference alone?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.20.3 The pilot determines that a landing cannot be safely accomplished within the touchdown zone?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.20.4 Before arriving at DH, any of the required elements of the CAT II ground system becomes inoperative?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.20.5 Any of the airborne equipment required for the particular CAT II operation being conducted becomes inoperable?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.20.6 The crosswind component at touchdown is expected to be greater than 15 knots or greater than airplane flight manual crosswind limitations?<br>SRRs: C059h | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.21 Does the Certificate Holder's manual specify that CAT II operations are conducted at airports and runways approved for CAT II operations in 14 CFR Part 97 and airports and runways authorized in the Certificate Holder's operations specifications?<br>SRRs: C059i | ☐ Yes<br>☐ No, Explain |
| 1.22 Does the Certificate Holder's manual specify that employees must use the procedures, special limitations, and minimums specified in their operations specifications for CAT III operations, and that these are the lowest authorized for CAT III operations?<br>SRRs: C060 | ☐ Yes<br>☐ No, Explain |

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| 1.23 Does the CAT III−authorized Certificate Holder list in its operations specifications and specify in its manual that the special limitations and minimums authorized are only for aircraft and airports/runways with CFR/AFM−required equipment installed and operational?<br>SRRs: C060 | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.24 Does the Certificate Holder state in its manual that the CAT III minimums are the lowest authorized at any airport?<br>SRRs: C060 | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.25 Does the Certificate Holder's manual specify that to begin a Cat lll final approach segment the special operational equipment is installed and operational, the runway field length requirements are met and the operations specifications limitations are followed?<br>SRRs: C060a | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.26 Does the Certificate Holder's manual contain instructions for computing the required field length at 1.15 times the field length required by 14 CFR Part 121?<br>SRRs: 121.195(b); C060a | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.27 Does the Certificate Holder's manual state that CAT III operations will not be conducted unless RVR reporting systems are installed and operational in compliance with operations specification C060?<br>SRRs: C060b | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.28 Does the Certificate Holder's manual specify that minimums prescribed in its operations specifications are authorized for only:<br>SRRs: C060c | |
| 1.28.1 PICs and SICs who have completed the Certificate Holder's approved CAT III training program?<br>SRRs: C060c | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.28.2 PICs and SICs who have been certified as qualified for CAT III a (fail passive) and/or CAT III b (fail operational) operations by one of its check airmen or an FAA inspector? | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.29 Does the Certificate Holder's manual specify that PICs who do not have 100 hours in type must use high minimum pilot landing minimums.<br>SRRs: 121.652(c); C060c | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.30 Does the Certificate Holder's manual contain instructions and information to ensure that the final approach segment of a CAT III instrument approach does not begin unless all of the following conditions are met:<br>SRRs: C060d | |
| 1.30.1 The special operational equipment listed in operations specifications paragraph C060d is installed and operational?<br>SRRs: C060d | ☐ Yes<br>☐ No, Explain |

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| 1.30.2 All required elements of the CAT III ground system, except sequence flashing lights, are in normal operation?<br>SRRs: C060d | ☐ Yes<br>☐ No, Explain |
| 1.30.3 The crosswind component on the landing runway is less than the airplane flight manual's crosswind limitations, or 15 knots, whichever is more restrictive?<br>SRRs: C060d | ☐ Yes<br>☐ No, Explain |
| 1.31 For CAT III approaches with a fail passive landing system, does the Certificate Holder's manual specify that a missed approach will be initiated when any of the following conditions exist:<br>SRRs: C060e(1) | |
| 1.31.1 At the DH, if the pilot has not identified the required visual references with the touchdown zone or touchdown zone lights to verify that the aircraft will touchdown in the touchdown zone?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.31.2 After passing the DH, visual reference is lost or a reduction in visual reference occurs that prevents the pilot from continuing to verify that the aircraft will touchdown in the touchdown zone?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.31.3 A failure in the fail passive flight control system occurs prior to touchdown?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.31.4 The pilot determines that touchdown cannot be safely accomplished within the touchdown zone?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.31.5 Any of the required elements of the ground system becomes inoperative before arriving at DH?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.31.6 The crosswind component at touchdown is expected to be greater than 15 knots, or greater than airplane flight manual's crosswind limitations, whichever is more restrictive?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.32 For CAT III approaches with a fail operational landing/rollout system, does the Certificate Holder's manual specify that a missed approach will be initiated at or before the AH if:<br>SRRs: C060e(1) | |
| 1.32.1 A failure occurs in one of the redundant systems in the aircraft?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.32.2 Any of the required elements of the ground system becomes inoperative (approaches and landings may be continued even though the sequence flashers and the approach lights became | ☐ Yes<br>☐ No, Explain |

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| inoperative)?<br>SRRs: C060e(1) | ☐ Not Applicable |
| 1.32.3 The crosswind component at touchdown is expected to be greater than 15 knots, or greater than the airplane flight manual's crosswind limitations, whichever is more restrictive?<br>SRRs: C060e(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.33 Does the Certificate Holder's manual specify that CAT III operations are to be conducted only while in compliance with the airport/runways limitations listed in its operations specifications?<br>SRRs: C060f | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.34 Does the Certificate Holder's manual contain the required references to, or excerpts from, operations specifications paragraphs C059 and C060?<br>SRRs: 119.43(b) | ☐ Yes<br>☐ No, Explain |
| 1.35 If the Certificate Holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications?<br>SRRs: 119.43(b)(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.36 Does the Certificate Holder's manual require compliance with each operations specifications paragraphs C059 and C060?<br>SRRs: 119.43(b)(2) | ☐ Yes<br>☐ No, Explain |
| 1.37 Does the Certificate Holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specifications paragraphs C059 and C060?<br>SRRs: 119.43(c) | ☐ Yes<br>☐ No, Explain |
| 1.38 Does the Certificate Holder's Lower Landing Minimums (LLM) process comply with the guidance contained in FAA Advisory Circular 120−28D?<br>*Related Design JTIs:*<br>• Check that the Certificate Holder's manual system incorporates the reference material from the Advisory Circular as applicable for that particular type of operation.<br>*Sources:* AC−120−28D 121.135(a)(1)<br>*Interfaces:* 1.2.6−aw; 1.3.1−aw; 1.3.10−aw; 1.3.11−aw; 1.3.14−aw; 1.3.19−aw; 1.3.2−aw; 1.3.5−aw; 1.3.6−aw; 1.3.8−aw; 1.3.9−aw; 2.1.1−aw; 2.1.1−op; 2.1.3−aw; 2.1.3−op; 2.1.4−aw; 2.1.4−op; 3.1.3−op; 3.1.4−op; 3.1.9−op; 3.2.1−op; 3.2.3−op; 4.2.3−op; 4.2.7−op; 4.2.9−op; 4.3.1−op; 4.3.2−op; 4.3.3−op; 7.2.1−op | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |
| 1.39 Does the Certificate Holder's Lower Landing Minimums (LLM) process comply with the guidance contained in FAA Advisory Circular 120−29A?<br>*Related Design JTIs:*<br>• Check that the Certificate Holder's manual system incorporates the reference material from the Advisory Circular as applicable for that particular type of operation.<br>*Sources:* AC−120−29A 121.135(a)(1) | ☐ Yes<br>☐ No, Explain<br>☐ Not Applicable |

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| *Interfaces:* 1.2.6−aw; 1.3.1−aw; 1.3.10−aw; 1.3.11−aw; 1.3.14−aw; 1.3.19−aw; 1.3.2−aw; 1.3.5−aw; 1.3.6−aw; 1.3.8−aw; 1.3.9−aw; 2.1.1−aw; 2.1.1−op; 2.1.3−aw; 2.1.3−op; 2.1.4−aw; 2.1.4−op; 3.1.3−op; 3.1.4−op; 3.1.9−op; 3.2.1−op; 3.2.3−op; 4.2.3−op; 4.2.7−op; 4.2.9−op; 4.3.1−op; 4.3.2−op; 4.3.3−op; 7.2.1−op | |

| SAI SECTION 1 − PROCEDURES ATTRIBUTE −Drop Down Menu |
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| 1. No procedures, policy, instructions or information specified. |
| 2. Procedures or instructions and information do not identify (who, what, when, where, how). |
| 3. Procedures, policy or instructions and information do not comply with CFR. |
| 4. Procedures, policy or instructions and information do not comply with FAA policy and guidance. |
| 5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.). |
| 6. Procedures, policy or instructions and information unclear or incomplete. |
| 7. Documentation quality (e.g., unreadable or illegible). |
| 8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM − Flight Operations Manual to GMM − General Maintenance Manual, etc.). |
| 9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic). |
| 10. Resource requirements incomplete (personnel, facilities, equipment, technical data). |
| 11. Other. |

| SAI SECTION 2 − CONTROLS ATTRIBUTE | | |
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| **Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.<br><br>Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.). | | |
| ***Tasks*** | | |
| | To meet this objective, the inspector must accomplish the following tasks: | |
| 1 | Review the control questions below. | |
| 2 | Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented. | |
| ***Questions*** | | |
| | To meet this objective, the inspector must answer the following questions: | |
| 2. | Are the following controls built into the Lower Landing Minimums (LLM) process: | |
| 2.1 | Is there a control in place to ensure that the flight crew conducts a thorough CAT II/III approach review prior to conducting the approach? | ☐ Yes<br>☐ No, Explain |
| 2.2 | Is there a control in place to ensure that high minimum captains are not being dispatched into potential lower minimum approach weather conditions without restrictions? | ☐ Yes<br>☐ No, Explain |
| 2.3 | Is there a control in place to ensure that the flight crew recognizes any LLM−required inflight equipment failures that occur? | ☐ Yes<br>☐ No, Explain |
| 2.4 | Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |

| SAI SECTION 2 − CONTROLS ATTRIBUTE −Drop Down Menu |
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| 1. No controls specified. |
| 2. Documentation for the controls do not identify (who, what, when, where, how). |
| 3. Controls incomplete. |
| 4. Controls could be circumvented. |
| 5. Controls could be unenforceable. |
| 6. Resource requirements incomplete (personnel, facilities, equipment, technical data). |
| 7. Other. |

| SAI SECTION 3 − PROCESS MEASUREMENT ATTRIBUTE | | |
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| **Objective:** Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.<br><br>To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis &Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis &Surveillance System audit forms or checklists to include the specific process measurements for each element. | | |
| ***Tasks*** | | |
| | To meet this objective, the inspector must accomplish the following tasks: | |
| 1 | Review the process measurement questions below. | |
| 2 | Review the Certificate Holder’s policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented. | |
| ***Questions*** | | |
| | To meet this objective, the inspector must answer the following questions: | |
| 3. | Does the Certificate Holder's Lower Landing Minimums (LLM) process include the following process measurements: | |
| 3.1 | Process measurements that would reveal when the flight crew failed to conduct a thorough CAT II/III approach review prior to conducting the approach? | ☐ Yes<br>☐ No, Explain |
| 3.2 | Process measurements that would reveal if high minimum captains are being dispatched into potential lower minimum approach weather conditions without restrictions? | ☐ Yes<br>☐ No, Explain |
| 3.3 | Process measurements that would reveal if the flight crew failed to recognize any LLM−required inflight equipment failures that occur? | ☐ Yes<br>☐ No, Explain |
| 3.4 | Does the Certificate Holder document its process measurement methods and results? | ☐ Yes<br>☐ No, Explain |
| 3.5 | Does the organization that conducts the process measurements have direct access to the person with responsibility for the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |

| SAI SECTION 3 − PROCESS MEASUREMENT ATTRIBUTE −Drop Down Menu |
|---|
| 1. No process measurements specified. |
| 2. Documentation for the process measurements does not identify (who, what, when, where, how). |
| 3. Inability to identify negative findings. |
| 4. No provisions for implementing corrective actions. |
| 5. Ineffective follow−up to determine effectiveness of corrective actions. |
| 6. Resources requirements (personnel, facilities, equipment, technical data). |
| 7. Other. |

| SAI SECTION 4 − INTERFACES ATTRIBUTE | | |
|---|---|---|
| **Objective:** Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system. | | |
| ***Tasks*** | | |
| | To meet this objective, the inspector must accomplish the following tasks: | |
| 1 | Review the interfaces associated with the Lower Landing Minimums (LLM) process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool. | |
| 2 | Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented. | |
| ***Questions*** | | |
| | To meet this objective, the inspector must answer the following questions:<br><br>NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED. | |
| 4. | Does the Certificate Holder's manual: | |
| 4.1 | Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | ☐ Yes<br>☐ No, Explain |
| 4.2 | Document a method for assessing the impact of any changes to the associated interfaces within the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |
| 4.3 | List additional interfaces identified during the accomplishment of this SAI. | |

| SAI SECTION 4 − INTERFACES ATTRIBUTE<br>−Drop Down Menu |
|---|
| 1. No interfaces specified. |
| 2. The following interfaces not identified within the Certificate Holder's manual system: |
| 3. Interfaces listed are inaccurate. |
| 4. Specific location of interfaces not identified within the manual system. |
| 5. Other |

| SAI SECTION 5 − MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE | |
|---|---|
| **Objective:** The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.) | |
| ***Tasks*** | |
| To meet this objective, the inspector must accomplish the following tasks: | |
| 1 Identify the person who has overall responsibility for the Lower Landing Minimums (LLM) process. | |
| 2 Identify the person who has overall authority for the Lower Landing Minimums (LLM) process. | |
| 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual. | |
| 4 Review the appropriate organizational chart. | |
| ***Questions*** | |
| To meet this objective, the inspector must answer the following questions: | |
| 5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Lower Landing Minimums (LLM) process: | |
| 5.1 Does the Certificate Holder’s manual clearly identify who is responsible for the quality of the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain<br>Name/Title: |
| 5.2 Does the Certificate Holder’s manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain<br>Name/Title: |
| 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Lower Landing Minimums (LLM) process?<br>SRRs: 121.135(b)(2) | ☐ Yes<br>☐ No, Explain |
| 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Lower Landing Minimums (LLM) process?<br>SRRs: 121.135(a)(1) | ☐ Yes<br>☐ No, Explain |
| 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position? | ☐ Yes<br>☐ No, Explain |
| 5.6 Does the Certificate Holder’s manual clearly and completely document their qualification standards for the person having responsibility for the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |
| 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |

| | | |
|---|---|---|
| 5.8 | Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Lower Landing Minimums (LLM) process? | ☐ Yes<br>☐ No, Explain |

| SAI SECTION 5 − MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE −Drop Down Menu |
|---|
| 1. Not documented. |
| 2. Documentation unclear. |
| 3. Documentation incomplete. |
| 4. Other. |